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VOLUNTEER APPLICATION FORM

**CITY OF HAYWARD
HAYWARD POLICE DEPARTMENT
ANIMAL SERVICES BUREAU**

DATE: _____

NAME: _____ PHONE: _____

CELL PHONE: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ ZIP: _____

WHERE DO YOU WORK/STUDY NOW? _____

CURRENT OCCUPATION: _____

WORK PHONE: _____ FAX: _____

ARE YOU OVER 17? _____ BIRTHDAY: MONTH _____ DAY _____ YEAR _____

DO YOU HAVE ANY PETS? _____ WHAT ARE THEY? _____

DO YOU HAVE ANY MEDICAL CONDITION(S) THAT MAY LIMIT YOUR ABILITY TO:

LIFT OR HANDLE ANIMALS? _____ TO WALK A LOT? _____ IF YES, PLEASE EXPLAIN:

COMPANY PROVIDING MEDICAL INSURANCE, IF ANY: _____

IN CASE OF AN EMERGENCY, CONTACT: _____ PHONE # _____

NAME OF PHYSICIAN: _____ PHONE # _____

PERSONAL REFERENCES:

NAME: _____ PHONE# _____

NAME: _____ PHONE# _____

NAME: _____ PHONE# _____

COMPUTER EXPERIENCE? _____ IF YES, WHAT KIND? _____

ANY DIGITAL CAMERA EXPERIENCE? _____ IF YES, WHAT? _____

DESCRIBE YOUR MOST RECENT EDUCATIONAL EXPERIENCE: _____

PREVIOUS VOLUNTEER EXPERIENCE: _____

HAVE YOU EVER WORKED FOR ANIMAL SERVICES BEFORE? _____ IF SO, WHEN AND WHAT DID YOU DO : _____

DO YOU HAVE ANY ANIMAL HANDLING EXPERIENCE? _____

DO YOU HAVE ANY SPECIAL TALENTS OR SKILLS YOU WOULD LIKE TO USE IN VOLUNTEERING? _____

WHAT ARE YOUR FAVORITE INTERESTS OR HOBBIES? _____

DO YOU ENJOY WORKING DIRECTLY WITH THE PUBLIC? _____

DO YOU HAVE ANY "PEOPLE WORK" EXPERIENCE, E.G. , JOB BACKGROUND, VOLUNTEER EXPERIENCE, COURSE WORK, ETC.? _____ IF SO, WHAT _____

WHAT DO YOU ENJOY MOST AND LEAST ABOUT YOUR JOB? _____

WHY DO YOU WANT TO WORK FOR ANIMAL SERVICES (BESIDES A LOVE OF ANIMALS)? _____

WHAT TYPE OF VOLUNTEER WORK ARE YOU INTERESTED IN AND WHY? _____

ARE THERE ANY DUTIES YOU ARE HESITANT TO PERFORM (FEARS, ALLERGIES, ETC)? _____

HOW DID YOU HEAR ABOUT THE ANIMAL SERVICES VOLUNTEER PROGRAM? _____

DESCRIBE WHAT YOU HOPE TO GAIN FROM VOLUNTEERING AT ANIMAL SERVICES:_____

WHAT ARE YOUR FEELINGS ON EUTHANASIA (HUMANELY DESTROYING UNWANTED ANIMALS)?_____

ARE THERE ANY RESTRICTIONS THAT MAY AFFECT YOUR ABILITY TO VOLUNTEER REGULARLY (FAMILY, HEALTH, TRANSPORTATION, ETC.)?_____IF YES, PLEASE EXPLAIN:

DAYS AVAILABLE FOR VOLUNTEERING (PLEASE CIRCLE) M TU W TH F SA SU

HOURS AVAILABLE_____TO_____ANYTIME_____

ARE YOU AVAILABLE ON SHORT NOTICE?_____

Volunteers are a critical component of the Hayward Animal Shelter. Each year they donate thousands of hours of service in virtually every department of the shelter that allows us to accomplish so much more to help the animals. Tasks range from comforting animals to counseling potential adopters. Most of our programs need people who are willing to make a continuing commitment. For those animal lovers who feel the work may be too emotional, we have several jobs where volunteers either work offsite as Special Events Volunteers or support the program as a Clerical Volunteer.

We simply would not be able to offer the services we provide to the public or the animals without your assistance.

Please complete form and return to address below:

HAYWARD ANIMAL SHELTER
ATTN: VOLUNTEER OPPORTUNITIES
16 BARNES CT.
HAYWARD, CA 94544

GENERAL BUSINESS TEL:510/293-7200 X 165 FAX:510/881-7930

SIGNATURE_____

NAME (PLEASE PRINT)_____

If under 18 years old, please ask a parent or guardian to sign:

SIGNATURE OF PARENT OR GUARDIAN_____

NAME (PLEASE PRINT)_____

UPDATED 9/03

VOLUNTEER OPPORTUNITIES

PET PAL VOLUNTEER

Days needed: Any day, Monday - Sunday

I would like to volunteer for this activity

☐

These volunteers provide companionship and exercise to adoptable animals. As a Pet Pal Volunteer, you will be giving animals a better chance for adoption while making their stay at the shelter a happier and less lonely one.

GROOMING VOLUNTEER

Days needed: Any day, Monday - Sunday

I would like to volunteer for this activity

☐

Grooming Volunteers provide tender loving care to the animals by bathing, brushing and grooming them. This can simply result in making an animal more comfortable, or help them look their best when they go up for adoption.

KENNEL VOLUNTEER

Days needed: Any day, Monday - Sunday

I would like to volunteer for this activity

☐

As a Kennel Volunteer you make an immediate and important difference in the lives of the animals in our shelter. You will provide them with clean cages, fresh water and food, and lots of love and care. You can also help by doing laundry, washing dishes, and cleaning litter pans.

SPECIAL RESOURCE VOLUNTEER

Days needed: Any day, Monday - Sunday

I would like to volunteer for this activity

☐

Special talents or skills are put to use here. If you are a photographer, computer expert or artist willing to publicize your skills, you can fit right in.

ADOPTION COUNSELING VOLUNTEER

Days needed: Any afternoon, Tuesday - Saturday

I would like to volunteer for this activity

☐

As an Adoption Volunteer you will counsel and screen potential adopters and match adoptable animals with loving homes. This rewarding job requires a training course that covers shelter policies, animal behavior and other related topics. This position is ideal for those who have compassion for both people and animals.

FOSTER CARE VOLUNTEER

Days needed: Any day

I would like to volunteer for this activity

☐

Foster care volunteers provide temporary housing in their own homes for young or sick animals.

TRANSPORTATION VOLUNTEER

Days needed: Upon demand

I would like to volunteer for this activity

☐

Offsite events that involve our shelter animals need special volunteers that can provide transportation to/from the event location. If you are of legal driving age and have a clean record, this may be the position for you.

CLERICAL VOLUNTEER

Days needed: Any day, Tuesday - Saturday

I would like to volunteer for this activity

☐

Clerical volunteers provide support in a myriad of ways; mailing out educational materials to schools, filing, photocopying, addressing invitations or stuffing envelopes. There are many ways to help out at the shelter.

LOST AND FOUND VOLUNTEER

Days needed: Any day

I would like to volunteer for this activity

☐

Lost and Found Volunteers help reunite lost animals with their guardians. Duties include reviewing the Lost and Found Board and Books and checking the Kennel for these lost pets; phoning the owners of lost pets periodically to find out if they have found their pet; keeping the Lost and Found Book organized and up-to-date.

HUMANE EDUCATOR VOLUNTEER

Days needed: Varies

I would like to volunteer for this activity

☐

Attitudes can be fostered and changed through education, but we need you to help us get the word out! Humane Education Volunteers present educational programs and workshops to children in both public and private schools within the City of Hayward. These programs are designed to teach compassion, respect and responsibility for all animals.

SPECIAL EVENTS VOLUNTEER

Days needed: Varies

I would like to volunteer for this activity

☐

Special Events Volunteers assist at fund-raisers and community outreach events. Tasks may include: working an informational booth, selling items, showcasing animals, or assisting with the transportation and set up of equipment and supplies required for the event.

ADOPTION OUTREACH VOLUNTEER

Days needed: Varies

I would like to volunteer for this activity

☐

Volunteers take selected animals to offsite locations for adoption opportunities. These events also allow us the opportunity to provide responsible pet ownership information to the public.

VIRTUAL PET ADOPTION VOLUNTEER

Days needed: Any day, Monday - Sunday

I would like to volunteer for this activity

☐

As a Virtual Pet Adoption Volunteer, you will take digital pictures (camera provided by shelter) to be placed on the web page. Pictures will be entered and updated by the volunteer as needed.